

The meeting was called to order at 7:01 p.m.

Roll call was called: Present were: Spellman, Powell, Dermody, Schneider and Marzullo as well as Incoming Alternates: Burns and McCarthy  
Trustee Schulte and Zoning Inspector Wilson were also present.

Before proceeding with the items of business Vice-Chairperson Spellman announced that there had been changes to the Hinckley Township Zoning Commission (HTZC) membership which included the resignation of Jim Kamps and the appointment of two new HTZC Alternates Burns and McCarthy. Trustee Schulte was called upon to swear in the new Alternates.

Trustee Schulte proceeded to introduce Beth Wilding as new HTZC Recording Secretary and both Alternates were sworn in and recited the Oath of Office.

Vice-Chairman Spellman read the following statement into the record.

*The purpose of this organizational meeting is to elect officers; set the day and time of all regular monthly meetings; and to address any other items of procedure.*

First Item of Business to elect a Chairperson for the HTZC. Motions were entertained.

- Member Powell nominated William Spellman as Chairman, Member Marzullo seconded.
- Discussion was entertained, Roll was called.

**Vote: Spellman – Abstain, Powell – Yes, Dermody – Yes, Schneider – Yes, Marzullo - Yes**

Second Item of Business to take nominations for Vice-Chairperson for the HTZC. Motions were entertained.

- Member Schneider nominated Calvin Powell who graciously declined the nomination
- Member Powell nominated Diane Dermody as Vice- Chairperson, Member Marzullo seconded.
- Discussion was entertained, Roll was called

**Vote: Spellman – Yes, Powell – Abstain, Dermody – Yes, Schneider – Yes, Marzullo – Yes**

Chairperson Spellman read the following statement into the record:

*All meetings will be open to the general public; advertised per the requirements of the Ohio Revised Code. Any interested party may request a notice of any regular and/or special meeting of the Zoning Commission by sending such request to the Zoning Clerk, and including a self-addressed stamped envelope.*

Chairperson Spellman entertained a motion:

- that the Regular monthly meeting to be scheduled the First Thursday of each month at 7:00 p.m.

- When Work Sessions are required they held the First Thursday with a start time of 7:00 p.m. and precede the regular meeting.
- Additionally that any Public Meetings required be held as needed and in compliance with the Ohio Revised Code.
- Motion made by Member Dermody, second by Member Marzullo.
- Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Powell – Yes, Dermody – Yes, Schneider – Yes, Marzullo – Yes**

Chairperson Spellman entertained a motion for the following procedures be adopted:

- All HTZC meetings be electronically recorded for transcription purposes only
- To have all minutes of the monthly meetings, and any other meeting, minutes, mailed or electronically mailed to all members of the HTZC Commission so as to be received at least one week prior to the next regular monthly meeting.
- All new business matters (other than Amendment proposals) to be considered at a regular monthly meeting are to be received by the Zoning Office no later than the 22<sup>nd</sup> of the previous month. For an Amendment proposal, the applicant should just request to be placed on the agenda.
- For all Amendment proposals: the applicant, at a regular meeting, must submit/file amendments in person. This is because of various time limits that are required by the process.
- Motion made by Member Schneider, second by Member Marzullo.
- Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Dermody – Yes, Powell – Yes, Schneider – Yes, Marzullo – Yes**

Chairperson Spellman entertained a motion to:

- Appoint or receive a volunteer from the HTZC to act as representative for the HTZC to attend the Hinckley Township Board of Zoning Appeals (HTBZA) meetings, Chairperson Spellman encouraged all members to attend as well
  - HTZC Member Bruce Schneider volunteered
  - Motion made by Chairperson Spellman, second by Vice-Chairperson Dermody.
  - Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Dermody – Yes, Powell – Yes, Schneider – Abstain, Marzullo – Yes**

Chairperson Spellman entertained a motion to:

- Appoint or receive a volunteer from the HTZC to act as representative for the Medina County Planning Commission Meetings, Chairperson Spellman encouraged all members to attend as well.
  - Member Powell nominated and made motion to appoint Chairperson Spellman
  - Second by Member Marzullo.
  - Discussion was entertained, Roll was called.

**Vote: Spellman – Abstain, Dermody – Yes, Powell – Yes, Schneider – Abstain, Marzullo – Yes**

Chairperson Spellman called for any additional procedures or additional business that the HTZC would like to address. Member Marzullo brought up the creation of a running To Do List, Discussion ensued, no motions were made or adopted. A list would be created at the end of the regular meeting and employed as a good practice only.

Chairperson Spellman opened dialogue regarding a proposal that a tentative agenda be posted on the website 5 days prior to any meetings. Discussion ensued and included that current administrative process is that minutes will be prepared, forwarded to the Zoning Secretary for review then forwarded to the HTZC members for review and eventual approval. Zoning Secretary will draft a proposed meeting agenda at time of minutes review.

Motion was entertained made by Chairperson Spellman for Zoning Secretary post a tentative agenda to the Hinckley Township website 5 days prior to the scheduled meeting, the motion was amended to add that a disclaimer would be included on the tentative agenda allowing that the subject matter is subject to change.

- Motion made by Vice-Chairperson Dermody, second by Member Marzullo.
- Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Dermody – Yes, Powell – Yes, Schneider – Yes, Marzullo – Yes**

Chairman Spellman proposed tentatively that the HTZC utilize postings to the Hinckley Township website advertising meetings and or special meetings. Discussion ensued.

- Zoning Secretary Peterlin posts Special Meetings on the Website
- Trustee Schulte advised that the Hinckley Town Center Billboard could be utilized
- Board Member Powell questioned what methods could be employed to increase participation
- Zoning Secretary Peterlin posts Public Meetings on the Website 10 days prior to said meeting
- No motion brought

Chairman Spellman opened discussion and then moved that:

- HTZC email addresses are used by All Members utilizing the naming convention established.
  - Motion made by Member Schneider, second by Member Marzullo.
  - Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Dermody – Yes, Powell – Yes, Schneider – Yes, Marzullo – Yes**

Chairman Spellman opened discussion and Members agreed to strike the need for all notes taken during a meeting be retained as a matter of public record. :

Vice-Chairperson Dermody inquired on feasibility for HTZC members to receive the minutes of the HTBZA meetings electronically. Discussion ensued. Chairman Spellman moved that

- HTZC members receive a carbon copy HTBZA approved minutes electronically
  - Motion made by Vice-Chairperson Dermody, second by Member Marzullo.
  - Discussion was entertained, Roll was called.

**Vote: Spellman – Yes, Dermody – Yes, Powell – Yes, Schneider – Yes, Marzullo – Yes**

Chairman Spellman moved to adjourn the meeting

- Motion made by Member Schneider, second by Member Marzullo.
- Vote taken – All members responded – Aye with none opposed

The meeting was adjourned at 7:41 p.m.

Recording Secretary: Beth Wilding

Minutes Approved: \_\_\_\_\_, 2017

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William Spellman, Chairman

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Diane Dermody, Vice Chairman

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Calvin Powell, Member

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Bruce Schneider, Member

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Matt Marzullo, Member

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